

UPWARD MOBILITY PROGRAM
Annotated Guide

Target Title: **Data Processing Administrative Specialist**

Position Title Code: 11415

Salary Grade: RC-028-14

Credential or Certificate: Certificate

This position is located only in Springfield and Chicago (more in Springfield area). The job is located typically in larger agencies which have substantial computer operations: Revenue, Public Aid, Central Management Services, Corrections, Department of Children and Family Services, Department of Transportation. Work involves master scheduling and job runs, etc. Job includes shift supervising but does not carry full line supervisory duties. There is significant potential for call-back. This means the Data Processing Administrative Specialist may be called in to work at times other than the assigned shift, in order to respond quickly to problems requiring immediate attention. Data processing is conducted 7 days a week, all three shifts. May expect rotational shift assignments.

1/93 Content Revisions
6/08 Salary Revised